



IRVINE RANCH WATER DISTRICT
invites applications for the position of:

Student Intern (GIS)

SALARY: \$14.00 /Hour

OPENING DATE: 05/16/14

CLOSING DATE: 05/30/14 11:59 PM

GENERAL DESCRIPTION:

The District's internship program is designed to provide meaningful training and work experience for college students pursuing academic studies related to the District's mission and goals.

ESSENTIAL JOB DUTIES:

The following is a non-exclusive list of essential duties and responsibilities. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar or related as determined by the incumbent's supervisor.

Duties typically performed by interns include the following:

Assist staff with use of GIS software and/or custom applications.

Conduct field studies as needed to gather and verify geographic data using personal computers and GPS equipment.

Use GIS software to generate maps, perform analysis of data, and perform GIS editor work to update the GIS database system.

Perform administrative duties including filing, copying, scanning and emailing.

Attend meetings as required.

Assist with the preparation of reports.

Student will work minimum of 10 hours per week during the school year and 40 hours per week during summer/winter/spring break.

QUALIFICATIONS:

High school diploma or equivalent. Current full time student who will be a junior or senior level college student in Fall/Winter 2014 with a geography major with emphasis in GIS.

GIS software application ArcGIS for Desktop.

Basic knowledge of principles, practices and techniques of GIS and cartography.

Licenses/Certifications Required

Valid Class 'C' California Driver's License

ADDITIONAL INFORMATION:

The physical and mental demands described below are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability and Interpersonal Communication

Ability to communicate effectively with all levels of office/field employees and management. Represent District in a professional manner when dealing with outside professional and vendors. Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple and difficult requests from others.

Mathematical Ability

Ability to add, subtract, multiply, divide and calculate percentages.

Judgment and Situational Reasoning Ability

Ability to use good personal judgment and discretion in performing all job functions. Ability to remain calm in crisis and emergency situations. Ability to use discretion when handling and disseminating sensitive and confidential information.

Physical Requirements

Regularly required to sit, walk, bend, stoop and stand. Occasionally required to lift up to 25 lbs.

Environmental Adaptability

Noise level is generally equivalent to a typical office environment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.irwd.com>

Position #01
STUDENT INTERN (GIS)
VM

15600 Sand Canyon Ave.
Irvine, CA 92618
949-453-5438
949-453-5436

maswadeh@irwd.com

Student Intern (GIS) Supplemental Questionnaire

- * 1. What is your highest level of education?
- ☐ Did not graduate from high school or receive GED
 - ☐ High school graduation or equivalent
 - ☐ Some college
 - ☐ Associates Degree
 - ☐ Associates Degree plus additional college
 - ☐ Bachelors Degree
 - ☐ Bachelors Degree plus additional college
 - ☐ Masters Degree
- * 2. Are you majoring in Geography with an emphasis in GIS?
- ☐ Yes
 - ☐ No
- * 3. Will you be a junior or senior level college student in Fall/Winter 2014?
- ☐ Yes
 - ☐ No
- * 4. Which of the following best describes your level of proficiency with ArcGIS Desktop?
- ☐ None
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced
- * 5. Do you have basic knowledge of principles, practices and techniques of GIS and cartography?
- ☐ Yes
 - ☐ No
- * 6. Are you able to work a minimum of 10 hours per week during the school year and 40 hours per week during summer/winter/spring break?
- ☐ Yes
 - ☐ No
- * Required Question